



**SYLLABUS 2020-2021**  
SECONDARY SCHOOL  
**7<sup>th</sup> Grade**

**COMPUTERS**

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**LIFE AHEAD METHODOLOGY**

Personal growth is assured through the philosophical foundations and the school's Life Ahead Methodology. The Life Ahead Methodology promotes autonomy, organization, responsibility, and social skills. Its major goal is to produce self-reliant individuals who will assume an ever greater responsibility for their own learning.

**COURSE DESCRIPTION**

Help students learn essential computer applications and Internet technology skills for personal, academic, and professional success. Students will effectively use a current Windows operating system and appropriate file management resources; develop and refine keyboarding skills on computers for speed and accuracy; apply word processing and desktop publishing functions to create, edit, format, cite resources, print, and store common documents; apply spreadsheet functions to solve financial, mathematical, and statistical problems; design, create, and execute an artistic and professional PowerPoint presentation which includes appropriate text formatting, graphics, and use the Internet in an ethical manner to research, communicate, collaborate, and efficiently retrieve information.

**OBJECTIVES**

In this class, students will improve their skills and expand their knowledge about how to use computers and the internet in today's world. Students will improve typing skills, learn to produce digital documents and presentations, and understand how to do research using EBSCO and internet search engines. Students will learn all of these skills while becoming aware of current international events. They will also work on cross curriculum projects with different subjects such as Science (interactive dissections, ocean floor websites, interactive aquariums and planetariums) and Social Studies where they will give presentations using Word according to the different projects in Science and Social Studies, as well as using Google Drive and Google Classroom to keep all their work recorded. They will also practice their reading comprehension skills using different websites and doing interactive tests.

**CONTENT**

1. Basic Fundamental of Technology: It's important for every student to know the basic fundamentals of computers, tablets and technology devices. The basic fundamentals include uses, applications, advantages and disadvantages, how they work, how it is built on, how the Operating system works, how input and output works, what you can do using internet etc.
2. Microsoft Word: The first professional computer application is Microsoft Word that is important to learn. It's important because it will help you in creating, editing documents, live document sharing, and editing etc. There are various uses of Microsoft Word in our daily life. That's why almost 90% of businesses,

educational institutes, companies, freelancers, writers, teachers, and students use Microsoft word for document writing and editing works, online collaboration, sharing and documents management. So it's important that you learn this application software so that it will help you in document writing and editing personally and professionally.

3. Online security and privacy: It's also important to learn to differentiate the real news and fake news. It's also important to identify the legitimate source of information. That's why we have to include online privacy and security topics in all grades so we can be able to customize the technologies based on their own creativity rather than frauds.
4. Digital Citizenship: Reflect on their common online and offline activities.

Analyze and prioritize the activities that are most important to them.

Identify ways to "unplug" to maintain balance between online and offline activities.

Describe different ways that identity theft can occur online.

Reflect on reasons why people might create fake social media accounts.

Identify the possible results of posting from a fake social media account.

- Analyze how well they know the people they interact with online.
- Reflect on what information is safe to share with different types of online friends.
- Reflect on how easily drama can escalate online.
- Identify de-escalation strategies when dealing with digital drama.

Analyze how different parts of their digital footprints can lead others to draw conclusions -- both positive and negative -- about who they are.

Identify the role of social media in students' lives.

Reflect on the positive and negative effects of using social media on their relationships.

- Consider the different perspectives of those involved in a cyberbullying incident.
- Identify ways to be an upstander or ally to someone being bullied.
- Problem-solve potential challenges to responding to cyberbullying.

## **SKILL STRANDS**

- Students articulate personal learning goals, select and manage appropriate technologies to achieve them.
- Students identify and develop online networks within school policy (Google Classroom).
- Learn to manage their digital identities and reputations within school policy, including demonstrating an understanding of how digital actions are never fully erasable.
- Demonstrate and advocate for positive, safe, legal and ethical habits when using technology and when interacting with others online.
- Demonstrate an understanding of what personal data is and how to keep it private and secure, including the awareness of terms such as encryption, HTTPS, password, cookies and computer viruses.
- Practice the ability to effectively utilize research strategies to locate appropriate digital resources in support of their learning. (EBSCO)
- Explore real-world issues and problems and actively pursue an understanding of them and solutions for them.
- Students engage in a design process and employ it to generate ideas, create innovative products or solve authentic problems.
- Students select appropriate platforms and tools to create, share and communicate their work effectively
- Create original works or responsibly repurpose other digital resources into new creative works.
- Use digital tools to interact with others to develop a richer understanding of different perspectives and cultures.

## EXPECTATIONS

- Plagiarism will not be tolerated and is considered a severe infraction at Colegio Maya. They have to create and make reports using their comprehension skills.
- Students must participate in class and complete projects when assigned. They will use EBSCO program most of the time to do their research.
- Students are not allowed to spend time in the computer class for personal use, which includes visiting Facebook, writing personal e-mails, chatting, downloading music, etc.
- Students will speak English at all times and will use all Computer Class devices correctly.

## ASSESSMENT

Classwork 50%

Autonomy (Tutorials and problem solving skills) 10%

Creativity (Presentations) 10%

Typing Skills 10%

Behavior in class 20%

## CITAS

Si necesita consultar o expresar alguna inquietud sobre el desarrollo o evaluación de la materia, puede solicitar una entrevista con el (la) docente en recepción al 2316-7800 o enviar correo electrónico a [iamaya@colegiomaya.edu.sv](mailto:iamaya@colegiomaya.edu.sv)

## INFORMACIÓN

Para mayor información lo invitamos a visitarnos en:



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